Goods

Type of Information	Source of Information	Intended Use of Information
• Invoice or claim for payment	• BSC (where applicable) • Agency Finance Office • Vendor	Re-perform the vendor's calculations on the invoice or claim for payment to ensure mathematical accuracy. Verify the description, quantities, and prices match the description, quantities and prices listed on the purchase order, contract or other enabling agreement (e.g., appropriation). If there are shipping charges, verify they are allowable under the purchase order, contract or enabling agreement. Verify the in-State vendor did not charge for sales tax. If a New York State vendor charged sales tax, deduct the sales tax charges. If there is no purchase order, contract or other enabling agreement, determine how the agency conveyed the purchase requirements to the vendor. If the method for conveying the purchase requirements to the vendor is not consistent with agency policy, remind the purchaser of the agency's requirements for future purchases. For assistance in identifying invoices that contain overbilling or fraudulent charges, please see Invoice Red Flags.
• Packing Slips	• Receiver • Carrier	Verify the description and quantity of the goods shipped

		matches the description and quantity on the purchase order, invoice, and receiving report.
• Receiving Report	• Receiver • SFS • Agency financial system	Verify the description and quantity of the goods received matches the description and quantity on the purchase order and invoice. Look for any notes on the documentation regarding damaged goods. If the documents indicate goods were delivered damaged, verify with receiving staff that the goods were returned to the vendor and the vendor deducted the price of the damaged goods from the invoice.
• Receipts or proof of payment for reimbursable costs	• Agency program staff • Vendor	Verify the amount invoiced does not exceed the amount on the receipt or other proof of payment. Verify the cost is allowable under the contract, if applicable.
• Contract, program requirements, appropriation or other enabling agreement	• Agency Procurement office	Verify the following: Effective dates correlate to the dates the goods were provided. Rates charged on the invoice are in accordance with the enabling agreement. Goods billed for on the invoice are allowable under the enabling agreement. The payment method is in compliance with the terms in the enabling agreement.

Goods

		For more information, please refer to [Chapter XI, Section 11.F - Contract Monitoring]().